

PHARMACIST PROFESSIONAL ADVISORY COMMITTEE CHARTER

August 2001

I. MISSION

The Pharmacist Professional Advisory Committee (PharmPAC) provides advice and consultation to the Surgeon General on issues related to both the professional practice of pharmacy, and the personnel activities of Civil Service (CS) and Commissioned Corps (CC) pharmacists. The PharmPAC provides similar advisory assistance to the Pharmacy Chief Professional Officer (CPO) and, upon request, to the Agency/OPDIV and/or program Heads of the Public Health Service (PHS) and to non-PHS programs that routinely use PHS personnel.

II. RELATIONSHIP OF THE PHARMPAC TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

In carrying out its responsibilities, the PharmPAC operates in a staff capacity. It does not substitute for line management or in any way exercise the prerogatives of the operating programs. While PharmPAC members are chosen from the respective PHS and non-PHS Agencies/OPDIVs and organizations, they neither represent Agency/OPDIV management nor speak for the Agency/OPDIV. They are knowledgeable professionals, who represent a cross section of the interests, concerns, and responsibilities of other pharmacy professionals in Agencies/OPDIVs and organizations staffed by PHS personnel.

III. OBJECTIVES

The PharmPAC functions in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related not only to Pharmacy in the PHS, but also in the nation, with the specific objectives of:

- (1) Identifying and facilitating resolution of issues of concern as they relate to PHS pharmacy programs and pharmacists.
- (2) Assessing PHS pharmacy personnel needs and assisting in meeting these needs through activities in recruitment, training, utilization, and recognition of pharmacists.
- (3) Developing position papers, statistical reports, and/or guidelines where appropriate, to advise and comment on matters relating to the personnel issues and professional practices of pharmacists.

- (4) Promoting the development and utilization of pharmacists by the PHS and other governmental programs.
- (5) Promoting cooperation and communication among pharmacists and other health professionals.
- (6) Promoting all aspects of the pharmacy profession throughout the Agencies/OPDIVs and programs of the PHS.
- (7) Providing liaisons to professional disciplines within and among PHS components, and providing advice and consultation to the Agency/OPDIV heads and operating programs upon request.

IV. FUNCTIONS

In carrying out its broad mission and objectives, the functions of the PharmPAC shall include, but are not limited to, the following.

- (1) Provide general professional advice and recommendations:
 - (a) Review and comment on issues referred to the PharmPAC by the Surgeon General, Pharmacy Chief Professional Officer, Agency/OPDIV heads, and/or program heads.
 - (b) Deliberate issues, develop findings, and present recommendations to the Surgeon General and/or the Pharmacy Chief Professional Officer.
 - (c) Provide advice on the professional aspects of pharmacy, i.e., new technologies, regulations, curricula, roles, practice standards, etc.
 - (d) Provide advice on ethical and professional standard issues.
 - (e) Review and provide recommendations concerning proposed or needed changes to appointment standards and professional requirements, i.e., licensure required to maintain high quality staff.
- (2) Act as a primary resource for pharmacy career development:
 - (a) Advise on CC/CS practices concerning career development.
 - (b) Advise on operating practices concerning the appropriate/optimum use of personnel designed to best meet PHS needs and the needs of the individual.

- (c) Advise on issues related to PHS promotion practices and, for commissioned officers, assimilation into the Regular Corps for the pharmacist category.
 - (d) Formulate criteria for the selection of candidates for training and/or other career development options.
- (3) Identify both continuing and long-term intramural/extramural education needs of Pharmacists and identify and recommend training and/or experience opportunities designed to meet these needs.
- (4) Provide advice and assistance on pharmacy staffing issues:
 - (a) Assess and project need for pharmacy staffing levels, both CS and CC, throughout the PHS.
 - (b) Provide advice on the goals, objectives, and procedures designed to meet the PHS staffing needs.
 - (c) Provide guidance for recruitment to the short-term student affiliation programs (COSTEP, other paid or volunteer externs/interns and students on clinical rotations, etc.).
 - (d) Develop, and/or review and critique, pharmacy category-specific PHS recruitment materials, procedures, and programs.
 - (e) Help establish networks of current, as well as former, PHS pharmacists, who can assist and facilitate recruitment activities.
 - (f) Provide guidance to PHS recruiters concerning the recruitment of qualified pharmacy candidates.
 - (g) Assist in the development of orientation materials for newly hired pharmacists and provide advice/recommendations concerning orientation programs.
- (5) Communicate and encourage appropriate use of awards/recognition systems:
 - (a) Identify, establish, and help administer pharmacy specific awards.
 - (b) Maintain cognizance of the existing CS and CC award programs and opportunities.

- (6) Serve as communication link and information resource for all PHS pharmacists:
 - (a) Communicate to the CS/CC pharmacists important information concerning professional, ethical, and technical issues.
 - (b) Encourage individual membership in, and involvement with, Pharmacy organizations and societies.
 - (c) Ensure the distribution of minutes and/or other PharmPAC-developed materials to the extent possible and appropriate to CC and CS staff. Ensure the availability of PharmPAC minutes to other PACs and the Office of the Surgeon General through the PharmPAC website.

This list of functions is not all-inclusive. The PharmPAC has the responsibility to identify and add functions as necessary to carry out its objectives. Such functions would be congruent with the overall mission of the PharmPAC.

V. MEMBERSHIP

- (1) Basic Eligibility Requirement: Full-time CS and CC personnel, at the time they are nominated and appointed to the PharmPAC, must meet the eligibility requirements for initial appointment to the Pharmacist category, and their respective personnel system. Must maintain status as a full time CS or active duty CC PHS pharmacist throughout entire tenure on the PharmPAC.
- (2) Staff from the Office of the Surgeon General or DCP may not serve on PharmPAC as voting members.
- (3) Size of the PharmPAC: The PharmPAC shall have no fewer than seven voting members. The maximum number of voting members should not exceed twenty.
- (4) Organizational Representation: In order to provide the range of experiences and perspectives necessary for addressing issues before the PharmPAC, every effort must be made to have the broadest representation possible among all agencies that are routinely staffed by commissioned Corps Officers of the Pharmacist category.
- (5) Geographic Considerations: The PharmPAC will have, as voting members, at least two individuals whose regular duty station at the time of appointment to the PharmPAC is geographically removed by a distance of more than seventy-five miles from the Washington Metropolitan Area.

- (6) Gender and Minority Representation: Every effort will be made to ensure that the PharmPAC does not consist (1) entirely of men or entirely of women, (2) entirely of one race, as long as no selection is made to the PharmPAC on the basis of gender or race
- (7) Personnel System: The PharmPAC must have, at the minimum, one Commissioned Corps and one Civil Service voting member.
- (8) Professional Seniority: The PharmPAC will have as a voting member a minimum of one individual who at the time of their appointment to the PharmPAC has fewer than 5 years of experience as a pharmacist.
- (9) Ex-Officio Members (non-voting): The Pharmacy Chief Professional Officer is an ex-officio member of the PharmPAC [see IX (1)]. The former chair may serve one year as an ex-officio member of the PharmPAC [see IX (1)]. The PharmPAC may identify other individuals and request that they serve as ex-officio members.
- (10) Liaison Members (non-voting): The PharmPAC may identify individuals to serve in a liaison capacity to provide information or assist with activities.

VI. NOMINATION PROCESS

- (1) Annually, the PharmPAC will solicit, through the PharmPAC minutes, newsletters, and/or other appropriate means, nominations for vacancies on the PharmPAC from all individuals in the category. Self-nominations will be solicited. The names will be transmitted by the CPO to the nominee's respective Agency/OPDIV Head who may endorse the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s). The Agency/OPDIV head's response will be reviewed by the PharmPAC and CPO who will identify, by name, those highly qualified to fill anticipated vacancies. A final list of nominees will be sent by the CPO to the Surgeon General for selection and approval.
- (2) This nomination process shall be conducted so that the final nomination package is available for the Surgeon General's consideration no less than 60 calendar days prior to the expiration of the regular term of the member.
- (3) Should the need arise to fill an unexpired term, a similar process as used for regular term appointments will be followed, except that the nomination package will be conveyed to the Surgeon General as soon as possible for action.

VII. TERM OF APPOINTMENT

- (1) Terms will be staggered over the 3-year term so that approximately one-third of the members' terms will expire annually. The PharmPAC shall begin its operational year on November 1.
- (2) A member completing his/her term on the PharmPAC is eligible for reappointment for one additional 3-year term. However, a second term may be served, immediately following the first term, only if it is mutually agreeable to the member, the member's Agency/OPDIV and the PharmPAC. Once a member has accumulated a total of two complete three-year terms of service on the PharmPAC, he/she is not eligible for reappointment.
- (3) Alternates: Cognizant of the demands of the member's primary work responsibilities, and the PharmPAC's need to conduct business, each voting member shall appoint and inform the Chairperson of an individual from his/her Agency/OPDIV who can serve as his/her alternate. Such alternates shall have voting privileges when serving in the place of a primary member. It is the responsibility of the primary PharmPAC member to keep the alternate fully informed and knowledgeable of the PharmPAC's activities. Any Agency/OPDIV clearance or approval requirements for travel/per diem must be handled within the Agency/OPDIV by the primary PharmPAC member.
- (4) Attendance: Any member who frequently misses meetings without just cause can, at the discretion of the PharmPAC, be asked to voluntarily resign, or the PharmPAC can initiate a request to the Surgeon General to terminate said membership and so inform the Agency/OPDIV Head.

VIII. CHAIRPERSON

- (1) A Chairperson will be elected by the voting membership of the PharmPAC.
- (2) Term of the Chairperson: The Chairperson will serve a minimum of one-year term and may serve no more than two consecutive terms in that capacity.
- (3) Term of Appointment: When the term of Chairperson ends, that Chairperson will then be known as the immediate past-Chairperson until the next Chairperson leaves office. If the immediate past-Chairperson is not reappointed as a regular PharmPAC member, then he/she may serve

1 additional year as an ex-officio member of the PharmPAC, provided the Agency/OPDIV Head is informed and concurs with the extension.

IX. PHARMACY CHIEF PROFESSIONAL OFFICER (CPO)

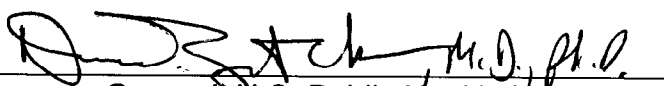
- (1) Membership on PharmPAC: The Pharmacist CPO (the Pharmacy CPO is also referred to herein as the Chief Pharmacy Officer) shall be an ex-officio member of the PharmPAC.
- (2) Pharmacy CPO Relationship with PharmPAC: All PharmPAC products, be it correspondence, reports, minutes of its proceedings, or other must be transmitted through the CPO who, as he/she may deem appropriate, may provide concurring or non-concurring comments but may not stop or unduly delay such transmittals.

X. OPERATIONS AND PROCEDURES

- (1) The PharmPAC shall develop its own internal operating procedures, but they should include, at a minimum, the following:
 - (a) Frequency of meetings: Meetings will be held at least quarterly.
 - (b) Agenda: A meeting agenda and appropriate background materials are to be made available to the members.
- (2) Records and Reporting:
 - (a) Minutes of each PharmPAC meeting will be developed, and approved by the PharmPAC members.
 - (b) Minutes and reports of the PharmPAC will be distributed in accord with item IV (5) (c) functions.
 - (c) The PharmPAC must establish a system to maintain a permanent file of the official minutes and reports of the PharmPAC.
- (3) The Chairperson shall appoint, with the consent of the PharmPAC, an Executive Secretary. The executive secretary must be a member of the Pharmacists Category but is not required to be a voting PharmPAC member.
- (4) Quorum: A quorum consists of 50 percent of the PharmPAC's voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.

- (5) Voting: Where voting is required or deemed appropriate, action will be determined by the simple majority of those members present.
- (6) Committees: The PharmPAC may establish standing or ad hoc committees, as deemed appropriate or necessary, to perform its functions. Membership on these committees may include non-PharmPAC members provided that the chairperson of each committee is a voting member of the PharmPAC.
- (7) Charter Update and Approval:
 - (a) The PharmPAC is required to develop a formal written charter that is compliant to the model charter.
 - (b) The PharmPAC's charter must be reviewed and approved by the Surgeon General.
 - (c) If the PharmPAC subsequently modifies its charter, such modifications require the review and approval of the Surgeon General.
 - (d) The PharmPAC is required to review and, if required, update its charter at least every 3 years.

Approved:



Surgeon General, U.S. Public Health Service

Date 10/20/07